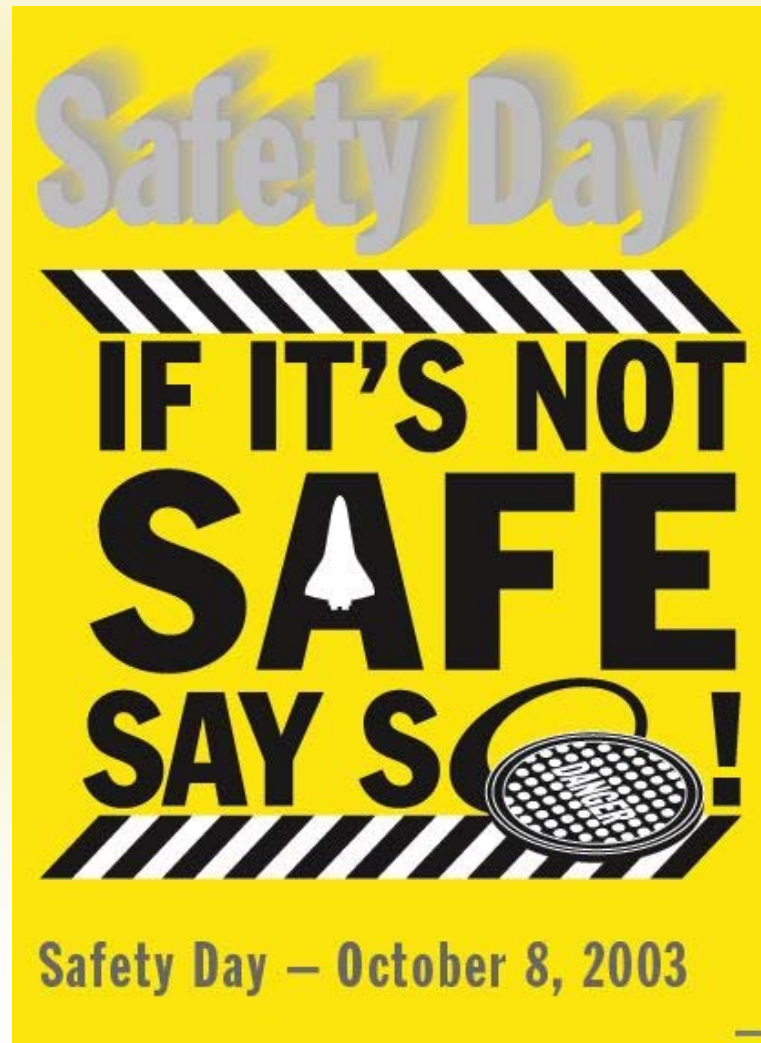


MSFC Safety & Mission Assurance Industrial Safety Department



Required Activities for All MSFC Organizations

- **Personal Protective Equipment (PPE) Assessment (for organizations that require PPE): (slide 3)**
- **Safety Observation Survey: review new database for reporting unsafe acts (slide 4)**
- **Review Fire Prevention Booth Schedule (slide 5)**
- **View “Speak Up! Commit to Give Feedback” Video: Shown 5 min. after the hour throughout the day on Marshall TV; copies also available for checkout from Self-Study Learning Center, Bldg 4200, Room G-13)**

The following pages will assist you in completing these activities.

Hazard Assessment For PPE

- **Formal evaluation of work areas, processes, operations, jobs, and/or tasks to:**
 - ❖ **Identify potential hazard exposures that could cause employee injury or illness**
 - ❖ **Define requirements for Personal Protective Equipment (PPE) & select effective protective devices**
- **Repeated annually to ensure effective employee protection is maintained despite any changes in work area, process, or job**
- **Written 'Certification of PPE Hazard Assessment Completion'**
 - ❖ **Required even if assessment finds no hazard exposures requiring use of PPE**
 - ❖ **Format of employer's written certification must serve to:**
 - **Identify work area, scope, & dates of assessment**
 - **Identify person(s) who performed the hazard assessment**
 - **Record hazard assessment results & selection of PPE requirements**
 - **Give name of person whose signature certifies assessment completion**
- **Completion/update of documented PPE Hazard Assessments is a planned Safety Day 2003 Organization Activity**
- **Guidance For MSFC Supervisor & Employee Teams on how to do the assessment is provided at <http://inside.msfc.nasa.gov/SHE/PPEHaz.ppt>**
- **Consult MWI 8715.4, "Personal Protective Equipment", for additional information**
- **Activity completion by all organizations will enable Center to close an open finding from the SHE Program Self-Assessment**



Safety Observation Survey

BE A SAFETY OBSERVER & HELP PREVENT MSFC ACCIDENTS!

- MSFC Industrial Safety Department introduces a new web-based accident prevention tool: the ***SAFETY OBSERVATION SURVEY***, or ***SOS***.
- Web application allows quick and easy reporting of observed Unsafe Acts, so that trends in unsafe behavior can be analyzed.
- Data will be used to plan and implement Center-wide corrective actions to help the Marshall Team avoid actions that set the stage for accidents to occur.
- Access the new application through the SHE Website by clicking the menu button for "File A Report", then choosing "Safety Observation Survey".

<https://msfcsma3.msfc.nasa.gov/dbwebs/apps/SOS/default.asp>

Fire Prevention Week, Oct. 6 - 12



*20003 Fire Prevention Campaign - Get Out! Stay Out!
Visit one of the fire prevention booths this week.*

Location

Building 4666, Monday, October 6, 11:00 – 1:00

Building 4203, Monday, October 6, 11:00 – 1:00

Building 4708, Monday, October 6, 11:00 – 1:00

Building 4610, Thursday, October 9, 11:00 – 1:00

Building 4471, Thursday, October 9, 11:00 – 1:00

Building 4570, Thursday, October 9, 11:00 – 1:00

Optional Safety Day **Activities**



MSFC Safety & Mission Assurance
Industrial Safety Department

Recommended Safety Day Activities

- Review selected portions of the CAIB Report for lessons learned and applicability to your organization.
- Learn to find MSFC mishap & close call information on the SHE Website, such as what happened, what caused them, lessons learned, & incident trends (slide 8)
- Encourage employees to identify 3 different ways they are or can be involved in their SHE Program (slide 9)
- List specific SHE hazards likely to occur in your work area, to check during Supervisor Safety Visits (slide 10)
- Encourage MSAT membership in each MSFC organization (slide 11)
- Add a lesson learned to the '*It Could Happen To You!*' Database

The following pages will assist you in completing these activities.



MSFC Mishap & Close Call Information

➤ How Do You Find It?

- ❖ Go to SHE Website: <http://inside.msfc.nasa.gov/SHE/>
- ❖ Click on 'Training, Mishaps, Close Calls, and Information' to see pop-up menu, then choose:
- ❖ *'Mishaps By Building Number'*
 - Click on the area of the Center you're interested in – a close up view of the area appears
 - Click on the building you're interested in – a listing of lost time mishaps, injuries & close calls appears
- ❖ *'Personnel Mishaps/Close Call Listing'*
 - Listing of all injuries, close calls, & property damage incidents by date, with most recent first
- ❖ *'Current Safety Metrics'*
 - Presentation on Center SHE performance metrics, as given to the Marshall Team Meeting (MTM)
 - Updated each month, to provide information on the previous month
 - Includes information on mishaps & close calls, and several other areas of SHE performance

➤ See also...

- ❖ *'Lessons Learned'* on SHE Website under 'Training, Mishaps, Close Calls, and Information'
 - Lessons learned from mishaps, incidents, & close calls from all of NASA
- ❖ *'It Could Happen To You'* on SHE Website under 'File A Report, Ask A Question, or Voice A Concern'
 - Lessons learned from non-work-related mishaps, incidents, & close calls
 - Read stories reported by others, or *Add One Of Your Own!*
- ❖ *'Report A Mishap or Close Call'* on SHE Website under 'File A Report, Ask A Question, or Voice A Concern'

You Can Be Involved in Your SHE Program

- ❑ Share **your** knowledge & experience -- join a SHE committee or ad hoc team.
- ❑ Watch for conditions that could harm **your** coworkers – get them fixed, & when you can't fix it, submit your concern through SCRS.
- ❑ Join your supervisor in doing a walk-through safety inspection of **your** work area.
- ❑ Inspect all tools & equipment to assure safe operating condition before **you** use them.
- ❑ Tag defective equipment out of service, to keep **your** coworkers from being injured, & put in a request for repair or replacement.
- ❑ Inspect housekeeping in **your** work area every day, & correct any potential problems that you notice – pay special attention to slip, trip, & fall hazards.
- ❑ Check safety & hazard warning signs in **your** work area often -- are they visible, legible, & still appropriate for the jobs performed there?
- ❑ Introduce **yourself** to your Building Manager -- offer to help resolve any SHE concerns that relate to your work area and/or expertise.
- ❑ Find 2 ways to quickly get outdoors from **your** work area, & check often to be sure they don't get blocked.
- ❑ Encourage positive attitudes toward safety in **your** work area -- volunteer to be a SHE Mascot or Mascot Helper.
- ❑ Form Work Area Inspection Teams with your coworkers, & inspect areas where **you** don't normally work – you'll see things your coworkers don't even notice!
- ❑ Help develop Job Hazard Analyses (JHAs) for the tasks, processes, & operations involved in **your** job -- share your knowledge of how accidents could happen, & the safe work practices that should be followed.
- ❑ Volunteer to lead a safety meeting discussion on how to avoid injury in **your** work area.
- ❑ Imagine ways to make SHE Program activities more useful & worthwhile -- submit **your** suggestions to the IDEAS Program.
- ❑ Regularly check storage areas for chemicals & hazardous waste in **your** work area -- make sure the materials are safely & properly stored, & the exposure control methods used are effective.
- ❑ Use a safety meeting to outline the SHE information that should be shared with a new employee in **your** work area, then identify which things visitors need to know – use it as a Work Area SHE Orientation that could be given by any team member.
- ❑ Dedicate one or more safety meetings to assessing the hazards in **your** work area --select effective personal protective equipment (PPE), determine the rules for when it must be used, & write it all down.
- ❑ When something changes in your work area (facility layout, machines or equipment, materials or chemicals, processes or operations, etc.), help your supervisor determine if **your** SHE Program documents need updating – JHAs, PPE assessment, operating procedures, hazard warning signs, exposure monitoring & medical surveillance, inspection procedures, training requirements, & so on.

Work Area Hazards & Inspections

➤ Supervisor Safety Visits

- ❖ A walk-through of work areas, observing employees performing tasks or assignments to identify safe & unsafe acts, & inspecting the facility & contents therein for safety & health hazards.
 - Checklists help to assure that the inspection doesn't miss significant items, & serve as a record
- ❖ Supervisor's Safety Checklist (MSFC Form 4286)
 - <http://starbase.msfc.nasa.gov:8000/forms/forms.taf>
 - Checklist to remind of 'generic' hazards that could be found in any work area
- ❖ Supplemental Checklists Available
 - Go to SHE Website, click on 'Training, Mishaps, Close Calls, and Information' to see popup menu
 - Click on 'Safety Checklists', and a list of specific checklists for different types of work areas and operations appears – click on a link to print out those that apply to your work area
- ❖ Make An Inspection Checklist to Fit Your Work Area Exactly
 - Use the Supervisor's Safety Checklist, & the checklists on the SHE Website as a starting point for ideas
 - Make a list of all hazardous conditions that might occur in your work area
 - Include things that should be checked for at least once every month
 - Include things that only happen if someone doesn't complete their assigned functions
- ❖ Give it to your supervisor to use during the monthly Supervisor Safety Visits
 - Use it to do your own pre-inspection before your supervisor inspects your work area

Marshall Safety & Health Action Team (MSAT)

- **MSAT is a volunteer, "grassroots" organization which enables all employees to become involved in promoting safety & health in the MSFC community.**
- **Civil service & contractor employees, & their unions, provide MSFC with an independent "bottoms up" approach to safety & health. They join to promote a safe & healthy work place & the attitudes we need to accomplish our work safely.**
- **MSAT provides a confidential forum where employees can discuss safety & health issues that impact working safely. MSAT:**
 - ❖ **Promotes safety and health training & information.**
 - ❖ **Promotes a safe work environment by providing inputs--**
 - ❖ **To safety & health requirements, &**
 - ❖ **To evaluate corrective actions resulting from accidents & close calls.**
 - ❖ **Evaluates & recommends appropriate emphasis to be placed on safety & health issues.**
 - ❖ **Interfaces with the Center's MTM, SHE Committee, & existing SHE programs, as needed.**
- **Members are dedicated people, who put their hearts into their work & set high standards for themselves, as they strive to raise the quality of the work environment for everyone at MSFC.**
- **Join by attending a meeting, Building 4200, Room P106 (10th Floor), at 10:00 AM every other Wednesday, or contact Helen Eddleman at 544-4130.**
- **Visit <http://msat.msfc.nasa.gov/>**